

**Honolulu Liquor Commission (HLC)**  
**FY19 LIQUOR LICENSE RENEWAL - FREQUENTLY ASKED QUESTIONS (FAQ)**

**1. What important dates do I need to remember?**

**May 31, 2018:** License Renewal Application Packet due

**June 30, 2018:** Current FY18 Liquor License expires

**July 1, 2018:** New FY19 Liquor License must be posted to continue to serve liquor

**July 31, 2018:** Gross Liquor Sales (GLS) Report for FY18 and any additional fees due

**2. How long will it take before I receive my new liquor license?**

If you mail your complete Renewal Application Packet to the HLC by May 31, 2018, your new FY19 license will be mailed to you.

If you submit your complete Renewal Application Packet to the HLC in person by May 31, 2018, your new FY 19 license will be processed while you wait.

**3. What if I miss the May 31, 2018 deadline?**

We cannot guarantee your renewed license will be available the same day you submit your Renewal Application Packet if submitted after May 31, 2018.

**4. What happens if I did not receive or I lost my liquor license renewal application?**

Email [liq-licensing@honolulu.gov](mailto:liq-licensing@honolulu.gov) and request a replacement Renewal Application Packet. Include your:

- Contact information, name, phone number(s), email address
- Mailing address
- Licensee Name, DBA/Trade Name and License Number

To update your mailing address and other contact information, submit HLC [Form LIQ-LIC-134](#)

**5. I did not receive the State of Hawaii Department of Taxation (DOTAX) and/or the Internal Revenue Service (IRS) Pre-Tax Clearance forms. What do I do?**

If you did not receive a Pre-Tax Clearance form by mail from either DOTAX and/or the IRS, contact them directly and inquire if there are any outstanding issues you need resolved.

**State of Hawaii Department of Taxation (DOTAX)**

Ph: (808) 587-4242

830 Punchbowl Street

**State of Hawaii Tax Clearance Form A-6**

<http://files.hawaii.gov/tax/forms/2017/a6.pdf>

**Internal Revenue Service (IRS)**

By appt. only – Call Toll Free: 1-844-545-5640

300 Ala Moana Blvd., RM 1-128

**Federal Form 8821 – Tax Info Authorization**

<http://www.irs.gov/pub/irs-pdf/f8821.pdf>

Submit the DOTAX form A-6 with approval stamps from both DOTAX and the IRS (if you are not pre-tax cleared) **OR** Register with Hawaii Compliance Express (HCE) in advance at:

<https://vendors.ehawaii.gov/hce/splash/welcome.html> and expect a response within 2-3 weeks by email. If approved, you may obtain and print both State and IRS Tax Clearances plus your Certificate of Good Standing all on a single “Compliant” page.

**6. What is Hawaii Compliance Express (HCE)?**

HCE is a State of Hawaii website that allows to you obtain both State and IRS Tax Clearances and COGS. Register in advance at <https://vendors.ehawaii.gov/hce/splash/welcome.html> and expect a response within 2-3 weeks by email. If approved, you may submit your “Compliant” page showing State and IRS Tax Clearances and COGS (three (3) renewal requirements) on one single print out.

**7. How do I obtain a Certificate of Good Standing (COGS)?**

The Certificate of Good Standing (COGS), dated within 60 days from the renewal application filing date, is required. Purchase and print the certificate from the DCCA website <http://cca.hawaii.gov/breg> or print your HCE “Compliant” page. A COGS is not required for Sole Proprietors.

**8. Can I still renew my license without a Certificate of Insurance (COI)?**

No. You must provide a COI indicating \$1,000,000 Liquor Liability insurance in effect on July 1<sup>st</sup> to renew your license, unless your license type is exempt. COI is not required for license classes: 1 (Manufacturer), 3 (Wholesaler), 7 (Vessel) and 9 (Tour/Cruise Vessel) and class 4 (Retail stores less than 2,500 sq. ft.).

**9. The information on my liquor license renewal application is incorrect. What do I do?**

- **DBA/Trade Name Change or Address Change** – Submit HLC Form LIQ-LIC-134 with your renewal application. For DBA/Trade Name change, DCCA registration, original liquor license and \$45.00 check payable to: City & County of Honolulu required.
- **Corporate/Club Officer(s), LLC Member(s) or Title Changes** - Strike out the full name of the officer or member to be deleted. Strike out the old title (Pres, VP, Treas, Sec or Mbr, Dir, etc.) and write in the new title. To add new officer(s) or member(s), obtain checklist 017 from our website and file:
  - 1) Form LIQ-LIC-103 or LIQ-LIC-104
  - 2) Minutes or Official documentation confirming new officer(s) or member(s)
  - 3) Original notarized Personal History and Affidavit (PHA)
  - 4) Original completed Hawaii Criminal Justice Data Center search application for each new officer, 25%+ stockholder, or member.

**NOTE:** Notification of a change in officer(s) or member(s) must be filed within 30 days of the change. The information filed with the Department of Commerce and Consumer Affairs (DCCA) must match HLC records.

**10. What if there was a corporate stock percentage or member interest share change?**

Strike out the stock percentage or interest share amount and write in the correct new amount. Obtain checklist 010 from our website and file:

- 1) Form LIQ-LIC-114 Transfer of Stock Application
- 2) Original notarized Personal History and Affidavit (PHA)
- 3) Original completed Hawaii Criminal Justice Data Center search application for each new officer, 25%+ stockholder, or member.
- 4) Stock Purchase Agreement (proof of stock transfer/purchase)

**NOTE:** Notification of a change in certain stock transfers must be approved by the HLC prior to the transfer of stock.

**11. Who can sign the renewal application?**

Only an officer, member or authorized agent registered with the HLC may sign the application. To register or renew an agent to represent the licensee for one year, provide a Notification of Authorized Agent Form LIQ-LIC-106. You may also provide a Power of Attorney (POA) document, which is valid indefinitely.

**12. June 30, 2018 falls on Saturday. Can I submit my renewal application packet on June 30, 2018? What if I don't have my State and/or IRS tax clearances yet?**

June 30, 2018, falls on a Saturday, and our office will be closed. Therefore, you will have until 4:30 p.m. on Monday, July 2, 2018, to submit your complete Renewal Application Packet.

Our Liquor Rules provide for State and/or IRS tax clearances to be submitted by July 31. If you miss the July 31 deadline, your license will be cancelled (placed in "not renewed" status) and you will not be able to renew. To be considered for renewal, you must submit a written request to be placed on the Hearings Agenda to explain your case to the Liquor Commission.

**13. My current FY18 liquor license expires on June 30, 2018. If I don't have my new FY19 liquor license, can I still sell or serve liquor?**

The Liquor Commission office will be closed on Saturday, June 30, 2018. Therefore, you must obtain your new FY19 liquor license before close of business at 4:30 p.m., on June 29, 2018, and post the license in your establishment on July 1, 2018, if you are going to sell or serve liquor.

**SCAN OR MAKE COPIES OF YOUR SUBMITTED APPLICATION AND DOCUMENTS FOR YOUR FILES.**